GTAC Website Online Learning Courses Teacher User Guide

Note this document is designed so you can jump to sections that are relevant to your needs. Extra detail is included to support Teacher users should they have questions on aspects of the system.

1. Overview of how to setup GTAC Online Learning Courses for your students pg.2

2. Registering and logging in as a teacher pg. 3
- 2.1 Registering as a teacher pg. 3
- 2.2 Logging in as a teacher pg. 3
- 2.3 Lost passwords pg. 3
- 2.4 Profile page pg. 4

3. The Teacher Dashboad pg. 5
- 3.1 Accessing the Teacher Dashboard pg. 5
- 3.2 The areas of the Teachers Dashboard pg. 5

4. Browsing GTAC Online Learning Courses pg. 6

5. Determine the feedback conditions for the online course pg. 7
- 5.1 Students work through the course and you do not receive feedback pg. 7
- 5.2 Students work through the course and you receive feedback pg. 7

6. Adding students to your online class list pg. 8
- 6.1 Collecting student email addresses pg. 8
- 6.2 Sending invites to your students pg. 8

7. Student instructions for completing a public course (you receive feedback) pg. 10

8. Converting a public course to a private course (you receive feedback) pg. 11
- 8.1 Blocking access to public courses for your students pg. 11
- 8.2 Setting the time condition for your students pg. 12

9. Setting conditions for a private course pg. 13
- 9.1 Setting the time condition for your students pg. 13

10. Student instructions for completing a private course (you receive feedback) pg. 15

11. Managing your students, their courses and results pg. 16
- 11.1 Checking and managing students in your classes pg. 16
- 11.2 Resetting a course for a student(s) pg. 17
- 11.3 Granting additional time for students to complete a course pg. 18
- 11.4 Deactivating access for students to courses pg. 18
- 11.5 Automatic and manual marking pg. 19
- 11.6 Accessing student progress and results pg. 20

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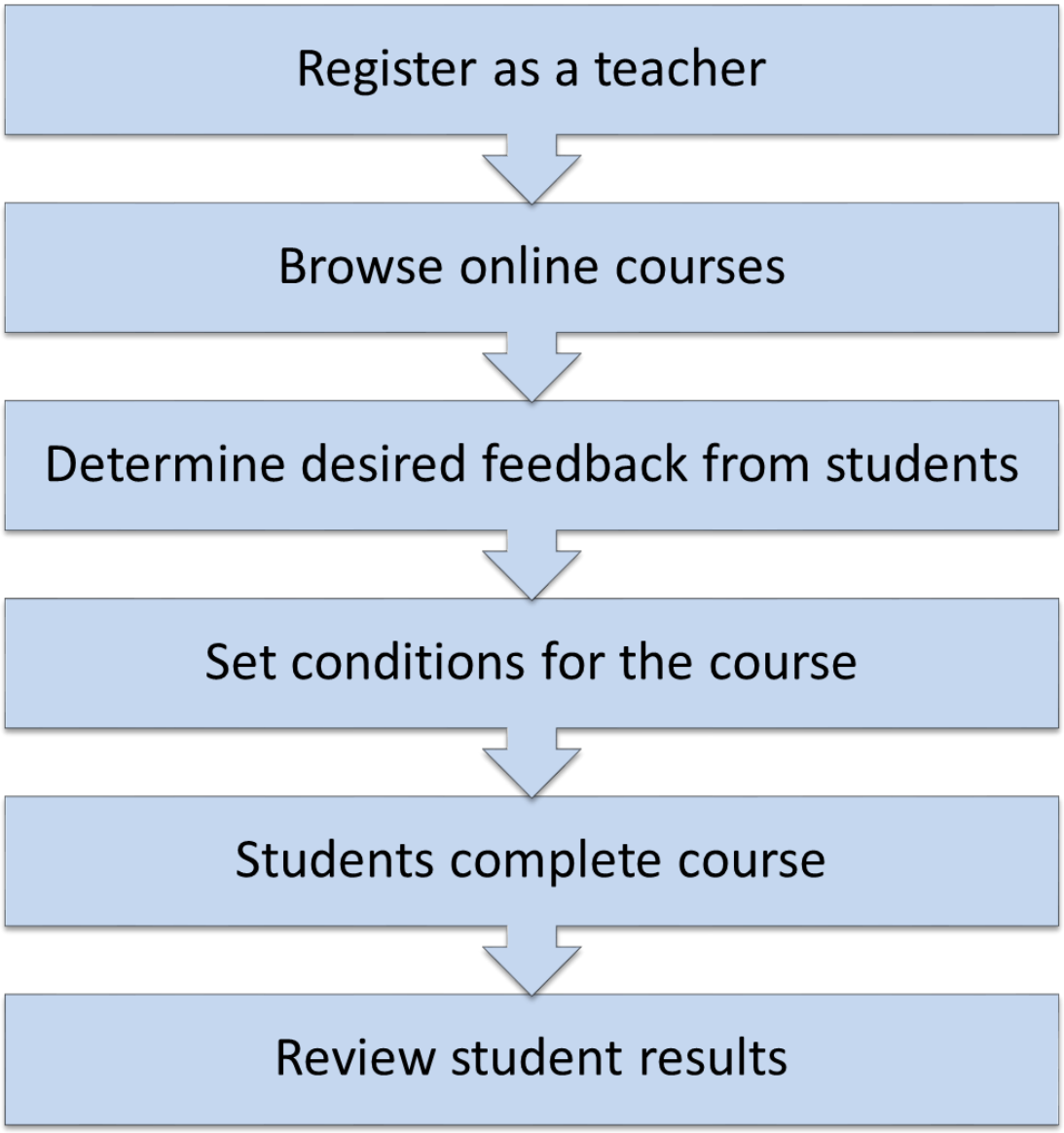
1. *Overview of the process to setup GTAC Online Learning Courses for your students*



2. *Registering and logging in as a teacher*

Teachers have numerous sensitive areas on the website which require users (you) to log in with an approved username and password to gain access. The area with controls on how your students will interact with GTAC online learning courses is known as the Teacher Dashboard and requires you to log in using your teacher username and password.

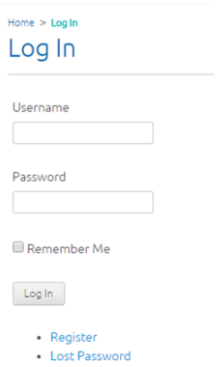
2.1 Registering as a teacher

If you have not already done so, register as a teacher on the GTAC website through the registration link at the top right of the home page. Please note that manual verification is required so you may have to wait up to two school business days in order to gain full access.

2.2 Logging in as a teacher

To log in to the GTAC website and gain access to teacher sensitive areas, click the Login link found at the top right of the GTAC website home page. You will be taken to a page which requests you to enter your username and password.

Enter your username and password in the appropriate boxes. If you are using a personal device and you trust its security, you can opt to tick the 'Remember Me' box. This will allow your computer to remember your username and password to facilitate logging in at another time. If you are using a device accessible to the public, do not tick this box.



2.3 Lost Passwords

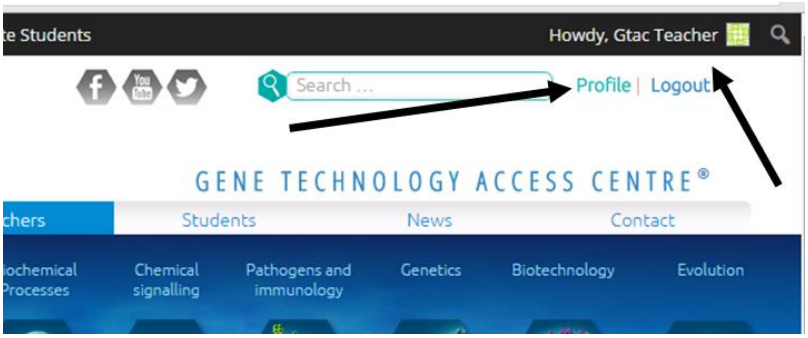
If you have forgotten your password, click the 'Lost Password' link towards the bottom of the Log In page. This will take you to a page where you can enter your username or email address in order for your password to be reset and sent to you via email. The CAPTCHA Code will need to be entered as a security measure.

You will be able to reset your password to one that you will easily remember on your profile page.

2.4 Profile page

Your profile page is an area where you can update and edit your details within the GTAC database.

It is accessible by clicking the 'Profile' link in the upper right of the screen when you have logged in or alternatively, by clicking 'Edit my profile' in the pop up menu when you mouse over your name in the black tool bar at the top of the screen.



Some details of your profile cannot be changed by you. This includes your username and your school details. If your school details have changed, please contact gtac@gtac.edu.au with the relevant details.

If you do make any changes to your profile details, remember to click the 'Update Profile' button at the bottom of the page to affect these changes.

2.4.1 Changing your password

If your account details have been compromised or you have had a password generated for you by GTAC, you will need to change your password. This can be done under the 'About Yourself' section on your Profile page.

Your password will need to be at least 7 characters long and should be different to passwords that you use for other purposes such as email. It is recommended that you include a combination of upper and lower case letters, numbers and symbols to increase the strength of your password.

After you have entered your new password, click the 'Update Profile' button at the bottom of the Profile page.

2.4.2 How you are recognisable on the GTAC website (optional)

There are certain actions on the GTAC website which may identify you. These can include commenting on discussions around a news item or an item on the Teachers Whiteboard. On your Profile page you have the option to change how you are identified. These options are linked to your name, username and nickname.

2.4.3 Biographical information (optional)

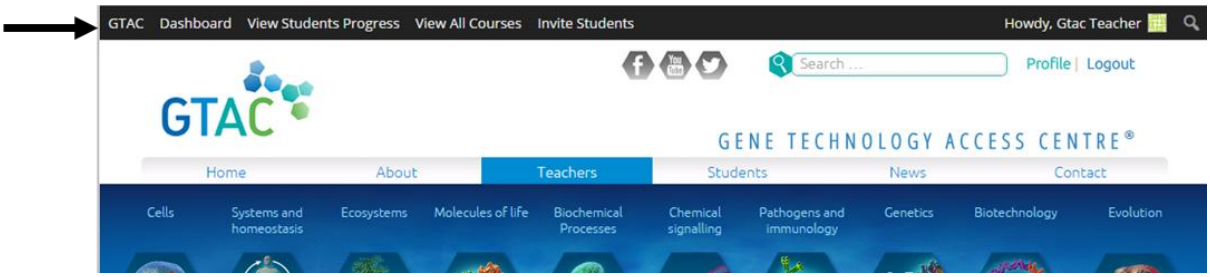
There is the option for you to input some biographical details about yourself for your profile. Currently this detail is not used anywhere on the website but may be in the future if requested.

3. *The Teacher Dashboard*

The Teacher Dashboard is the area of the GTAC website where you will manage your students and the GTAC online courses you set for them. It is only accessible after logging in.

3.1 Accessing the Teacher Dashboard

Access to the Teacher Dashboard is through the black tool bar that appears at the top of webpages after logging in as a teacher. You can always return to the website by clicking '**GTAC**' in the tool bar.



3.2 The areas of the Teachers Dashboard

The Teachers Dashboard is sectioned into 4 main areas, the Dashboard landing page, Students, Settings and Training Courses

3.2.1 The Dashboard landing page

The Dashboard landing page lists new content that has been recently added to the GTAC website as well as recent comments contributed by Teachers and GTAC.

3.2.2 Students

In the Student section of the Teachers Dashboard you will be able to invite students into your online class lists as well as view the students you have already invited. This is also the area where you can view individual student progress and grant students access to private online courses. For further detail on how to do this, see section 6 of this document.

3.2.3 Settings

In the Settings section of the Teachers Dashboard you can adjust your access to courses. We recommend you do not change these settings. If you have found that you do not have access to a listed online course, check this section to ensure there is a tick under 'Allowed Access' for this course.

3.2.4 Training Courses

In the Training Courses section of the Teachers Dashboard the available online courses are listed along with their description. After students have completed some courses, you can access their results as an Excel document by clicking 'Access Grade Book' here.

Note that there are no links to view the content of courses at this time. See section 5 of this document on how to do this.

4. *Browsing GTAC Online Learning Courses*

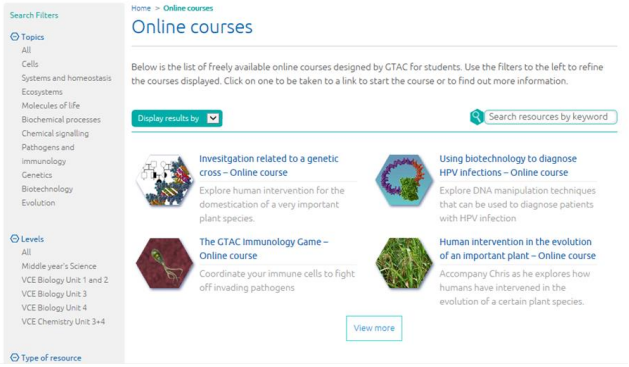
There are a number of GTAC online courses published and being developed. Courses will cover a range of topics within the Life Sciences and will be developed for students in Middle Years through to VCE. Many of our courses are being developed in partnership with Life Science and Education experts from prominent institutions such as The Walter and Eliza Hall Institute of Medical Science, The University of Melbourne, Melbourne Museum and The Australian Synchrotron.

You can browse courses through the quick link on the home page or through the link in the quick links box on the right of some pages. Alternatively, courses can be browsed by clicking **Teachers > Online Learning** in the website main menu at the top of the page and then by clicking on the relevant links on this page.

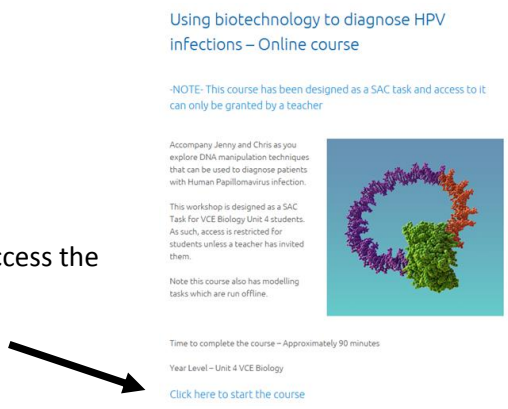
There are two general course types;

- **Public courses** that are accessible by anyone
- **Private courses** that require a Teacher to grant access for students. These courses will be released in the near future.

Courses are displayed using the tile system. When you first land on this page, all of the available courses are displayed. By using the Topics and Levels filters on the left of the screen, you can refine the courses displayed to find ones that suit your needs.


Search Filters
Topics
All
Cells
Systems and homeostasis
Ecosystems
Molecules of life
Biochemical processes
Chemical signalling
Pathogens and immunology
Genetics
Biotechnology
Evolution
Levels
All
Middle year's Science
VCE Biology Unit 1 and 2
VCE Biology Unit 3
VCE Biology Unit 4
VCE Chemistry Unit 3+4
Type of resource
Home > Online courses
Online courses
Below is the list of freely available online courses designed by GTAC for students. Use the filters to the left to refine the courses displayed. Click on one to be taken to a link to start the course or to find out more information.
Display results by
Search resources by keyword
Invesitgation related to a genetic cross – Online course
Explore human intervention for the domestication of a very important plant species.
Using biotechnology to diagnose HPV infections – Online course
Explore DNA manipulation techniques that can be used to diagnose patients with HPV infection
The GTAC Immunology Game – Online course
Coordinate your immune cells to fight off invading pathogens
Human intervention in the evolution of an important plant – Online course
Accompany Chris as he explores how humans have intervened in the evolution of a certain plant species.
View more

Click on a course to find more detail about it and to access the link to view the course.


Using biotechnology to diagnose HPV infections – Online course
-NOTE- This course has been designed as a SAC task and access to it can only be granted by a teacher
Accompany Jenny and Chris as you explore DNA manipulation techniques that can be used to diagnose patients with Human Papillomavirus infection.
This workshop is designed as a SAC Task for VCE Biology Unit 4 students. As such, access is restricted for students unless a teacher has invited them.
Note this course also has modelling tasks which are run offline.
Time to complete the course – Approximately 90 minutes
Year Level – Unit 4 VCE Biology
Click here to start the course

Note that when you move through a course, you are effectively completing it for yourself. As such, you will need to 'submit' responses to the questions on each page. These can be left blank but will require you to confirm submission before you can move to the next page. This is a requirement of the online learning course system structure to move through courses.

5. Determining the feedback conditions for the online course

Once you have selected a course for your students, you will need to decide whether you would like feedback on student responses. There are two general options;

- Students work through the course and **you do not receive feedback** on their responses. This is the default setting for all public courses.
- Students work through the course and **you receive feedback** on their responses. This is optional for public courses and mandatory for private courses.

5.1 Students work through the course and you do not receive feedback on their responses

If you want students to work through the course and you do not wish to receive feedback on their responses there is no more setup required. You will need to instruct students to;

- Create a username and password for the GTAC website if they haven't done so already. Note that students will be sent an automatically generated password to their nominated email address which they will need to use for their first time logging in. They can then change their password on their 'Profile' page once they have logged in.
- Log in using their username and password
- Search for the course using the quick links or menu options
- Complete the course and log out

Students can complete the course at their leisure or within class and will not be locked out of the course after a set time period.

5.2 Students work through the course and you receive feedback on their responses

If you want students to work through a public course and you want to receive feedback on their responses, or you want your students to work through a private course, there is more set up required. The following sections detail this and begins with Section 6. Adding students to your online class list.

6. Adding students to your online class list

In order for you to receive feedback on your students' progress or to give students access to a private course they need to be added to a teacher online class list.

Teacher class lists are databases of students who a teacher has determined to have a common association. This is commonly a shared class at their school (i.e. Year 10A).

You can have multiple class lists, one for each of your classes at school to help manage student usage of the GTAC online learning courses and to access student feedback more easily.

The process of sending an invite to a student will place them into a class list specified by you. The GTAC online learning system will remember your classes so this process will only need to be completed once a year. Students can only be placed into a single class list.

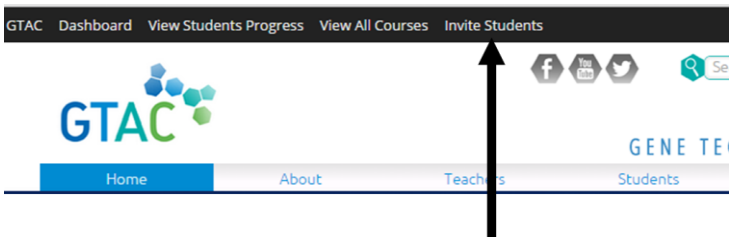
6.1 Collecting student email addresses

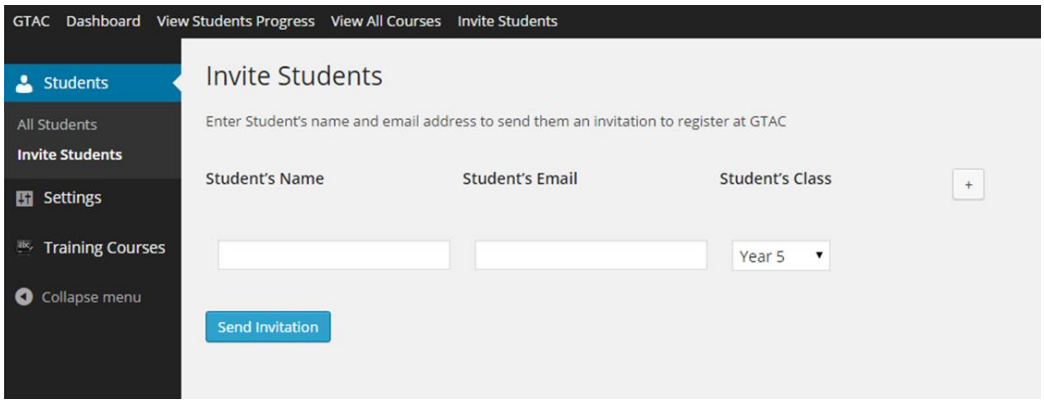
An invitation will need to be sent out to students so they can be added to your class list. This invite will be sent to an email address that the student nominates.

- If students have already created a profile for the GTAC website, please collect the email address associated with this profile from them.
- If students have not created a profile for the GTAC website previously, they can nominate any email address when they are prompted to create a profile within the invite.

6.2 Sending invites to your students

The form to invite students into a specified class sits within the Teachers Dashboard. This form can be accessed by clicking 'Invite Students' in the black toolbar at the top of your screen when you are logged in.





Invite students form

The form requires you to enter;

- The students' name. Note that due to privacy requirements, you should only enter the students' first name and last initial. **Do not enter the students' full name**. GTAC has numerous levels of security on the website to protect students' privacy but we have decided to enforce this rule as a fail-safe measure.
- The students' email address
- The class you wish to allocate the student to. These class names are predetermined and cannot be changed.

You can increase the number of students you invite with the form by clicking the + (plus) button on the right side of the form. This will add another line of details for you to complete within this invite. Click the + button to generate the number of fields you require.

If you need to remove a whole line, you can click the – (minus) button next to that line. Note you will lose the entered details for that line.

- Once you have entered all of the details for your class, click the '**Send Invitation**' button. An email will be sent out outlining your request for the student(s) to register and/or be brought into your class list.

After students register and/or confirm your request, you will have access to the results of online learning courses for the students on your class lists. If you wish to see the students on your class lists, see section 11.1.1 of this document.

7. Student instructions for completing a public course with teacher access to feedback

After inviting students to your class lists for a public online course there is no more setup required.

- **Students log in.**
  The invite students receive will prompt them to log in or alternatively create a profile for the GTAC website. If they are creating a new profile they will be sent an email with an automatically generated password which they can change on their 'Profile' page once logged in.

- **Find the course and start it**
  After logging in students will then find themselves at the Student landing page. Instruct students to click **Students > Students Dashboard** in the website main menu. You will need to instruct the students to search for the course, click on it to reveal the units (sections) of the course and then click on the first unit to begin.

  Alternatively, students can find the course at **Students > Online courses**. When they click the tile for the course, they can scroll down the page to find the link to start the course.

- **Complete the course**
  Students can complete the course at their leisure or within class and will not be locked out of the course after a set time period.

For instructions on how to access their results, reset courses and manage students see section 11 of this document.

8. *Converting a public course to a private course with teacher access to feedback.*

This option is for teachers who wish to use an online course as assessment within a defined time period. At completion students will be blocked from accessing the course. Please note that we cannot guarantee that a student has not previously gained access to a public online course, even if their profile indicates this. Please also note that students will be able to create a new student profile to access the course outside of the defined time period.

To convert a public course you will need to define the time conditions for your students to complete the task in.

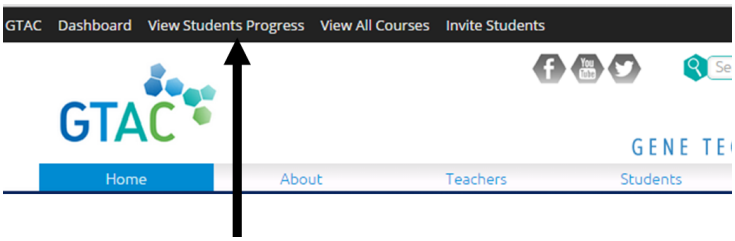
The time conditions will ultimately be dependent on your requirements and availability.

Student responses will be recorded in the system and can be accessed by following the instructions in section 11.6 of this document. Note that the way to access results will be refined when there is substantial use of the online learning system.

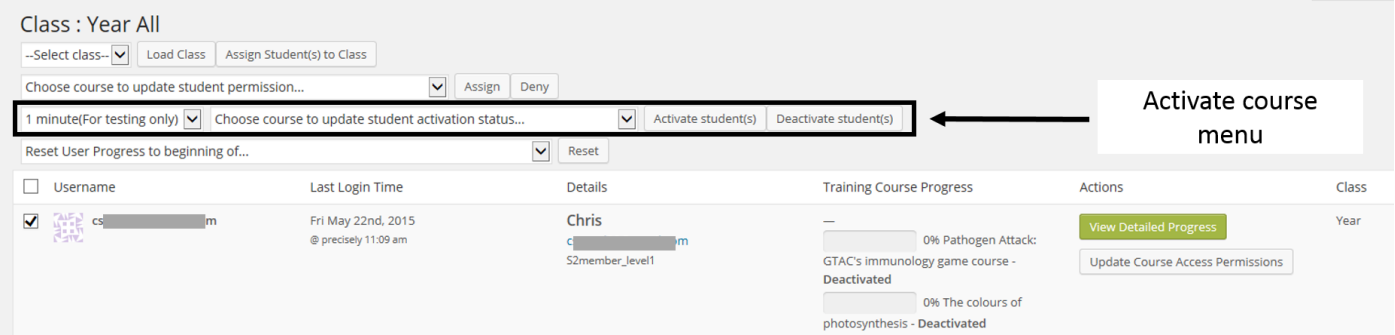
8.1 Setting the time condition for your students

As students will already have unlimited access to the course, you need to reconfigure their access to a defined amount of time. Note that this time period will apply from the moment you activate it.

- Click the **View Student Progress** link in the black toolbar at the top of the screen while logged in.



- Tag the students who you wish to complete the course by clicking the box next to their username. When tagged, the box will display a tick. See section 11.1.1 on how to refine your students on display.



- The **Activate course** menu is a group of pull down options at the top of the page that are in the 2nd row down. There are two options, one which specifies a time period and the other which specifies the course.

- Set the time you wish students to complete the course in by selecting this in the first of the **Activate course** pull down options. This will initially display '1 minute (for testing only)'. You will be able to grant access again for students to continue the course if you are running it over two time periods (see section 11.3).

- Next select the course you wish students to complete within this time period. The option will initially display 'Choose course to update student activation status…'.

- To activate the course, click the **Activate student(s)** button. Note that the time counter for students to complete the course will begin from this point onwards.

9. *Setting the time condition in a private course for your students*

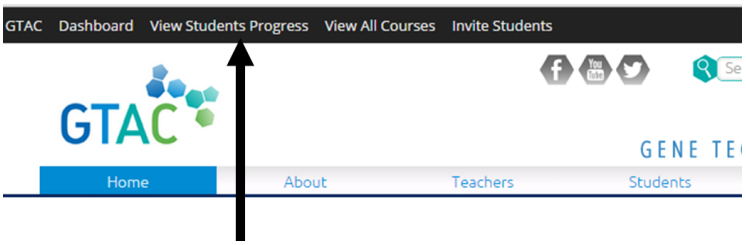
To activate a private course you will need to set the time conditions for your students to complete the task in.

The time conditions will ultimately be dependent on your requirements and availability but we ask that you respect the sensitivity of the course and create conditions where information within the course would not be compromised. Note that access time can be granted repeatedly so that courses can be completed over more than one time period.

9.1 Setting the time condition for your students

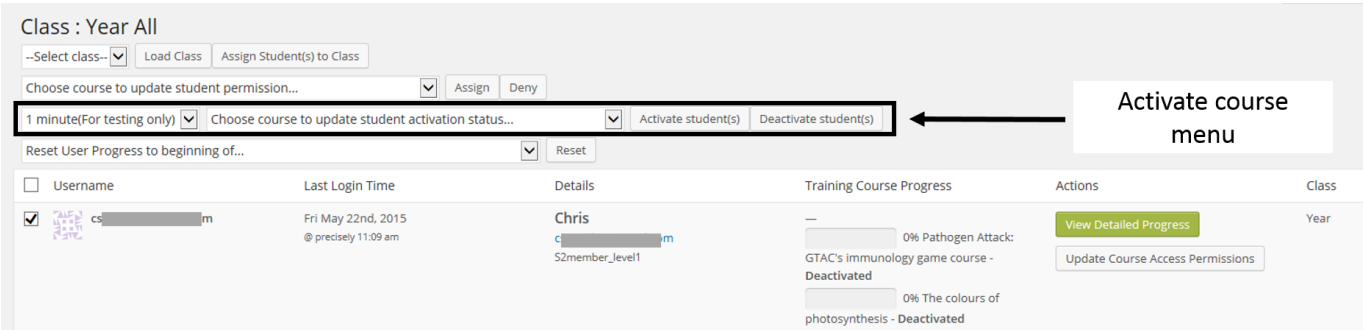
You will need to grant students access to the course for a defined amount of time. Note that this time period will apply from the moment you activate it.

- Click the **View Student Progress** link in the black toolbar at the top of the screen while logged in.



- Tag the students who you wish to complete the private course. Tagging can be done by clicking the box next to their username. When tagged, the box will display a tick. See section 11.1.1 on how to refine your students on display.

- The **Activate course** menu is a group of pull down options at the top of the page that are in the 2nd row down. There are two options, one which specifies a time period and the other which specifies the course.



- Select the time you wish students to complete the private course in by selecting this in the first of the **Activate course** options. This will initially display '1 minute (for testing only)'.Please note the sensitivity of these courses when selecting this time. You will be able to grant access again for students to continue the course if you are running it over two time periods.

- Next select the course you wish students to complete within this time period. This will initially display 'Choose course to update student activation status…'.

- To activate the course, click the **Activate student(s)** button. Note that the time counter for students to complete the course will begin from this point onwards.

10. Student instructions for completing a private course

After inviting students to your class list (section 7), granting permission and setting a time period for the students to complete the course (section 9), there is no more setup required.

- **Students log in.**
  The invite students receive will prompt them to log in or alternatively create a profile for the GTAC website. If they are creating a new profile they will be sent an email with an automatically generated password which they can change on their 'Profile' page once logged in.

- **Find the course and start it**
  After logging in students will then find themselves at the Student landing page. Instruct students to click **Students > Students Dashboard** in the website main menu. You will need to instruct the students to search for the course, click on it to reveal the units (sections) of the course and then click on the first unit to begin.

  Alternatively, students can find the course at **Students > Online courses**. When they click the tile for the course, they can scroll down the page to find the link to start the course.

Note if the course is not visible to the students, they have either not been granted permission to access the course (see section 9.1) or their time allocated may not have been set (see section 9.2).

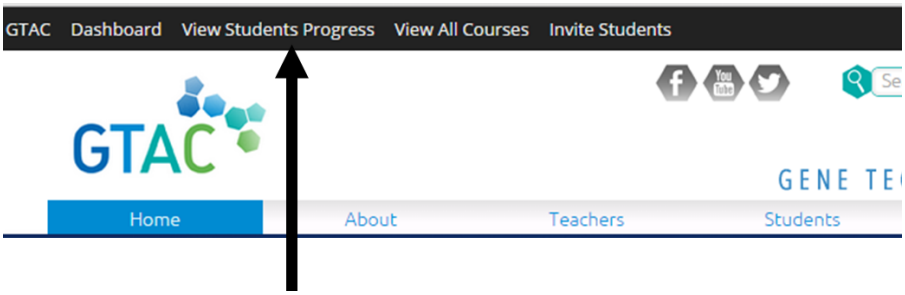
- **Complete the course**
  Students will have access to complete the course and then will be locked out after the time period you set.

For instructions on how to access their results, reset courses and manage students see section 11 of this document.

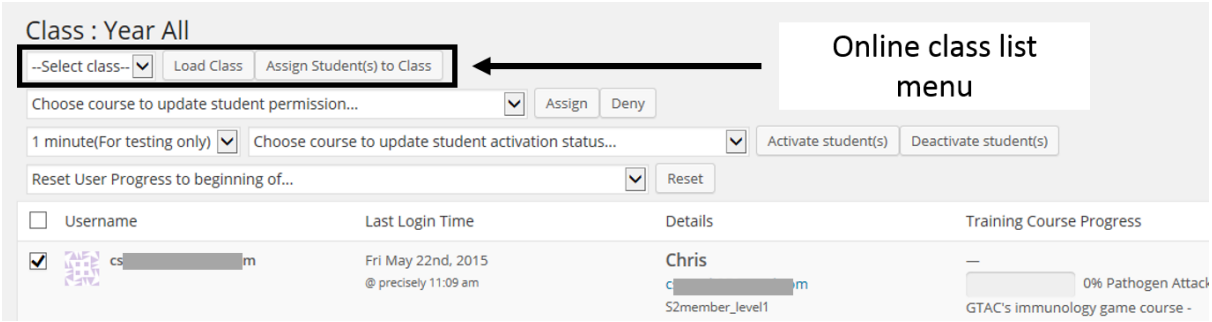
11. Managing your students, their courses and results

11.1 Checking and managing students in your classes

You can check which students are in your online class lists by clicking the 'View Students Progress' link in the black toolbar at the top of your screen when you are logged in. This will take you to a page displaying all the students who are on your lists.



11.1.1 Displaying students from one online class list



- Towards the top of the screen there are a series of pull down menus. Ignore all but the very top pull down menu which should display '**—Select class—**'. This is the **Online class list** menu.
- Pull down this menu and select the online class list you wish to view.
- Click '**Load Class**' to display students from that online class list only.

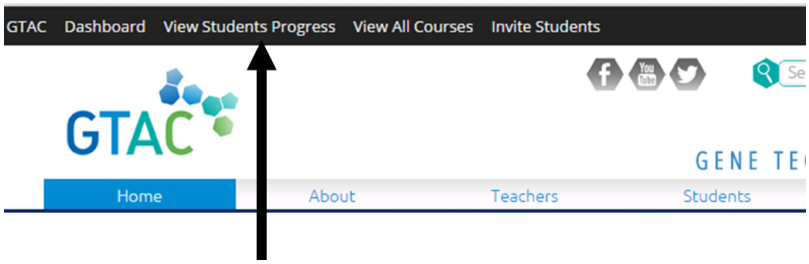
11.1.2 Reassigning students to different online class lists

- Find the student/s (using the online class list menu if needed) and tag them by clicking the white box next to their name. You should see a tick in that box when they are tagged.
- In the class list menu, select the class you wish to move the student/s into.
- Click '**Assign Student(s) to Class**' to action the move.

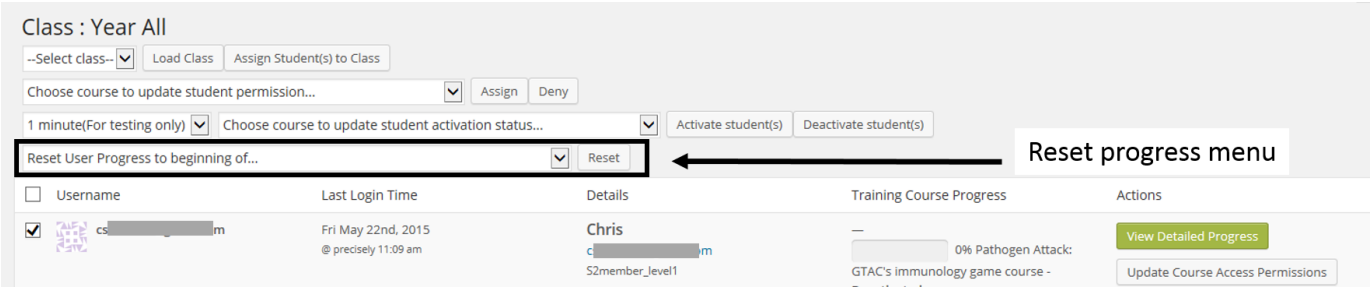
11.2 Resetting a course for a student(s)

If needed, you can reset a student's course progress to the start. Note this this will wipe any responses and progress that the student may have completed.

- Click the 'View Students Progress' link in the black toolbar at the top of your screen when you are logged in. This will take you to a page displaying all the students who are on your lists.



- Tag the students who you wish to reset a course for. Note displaying students from one online class list (Section 11.1.1) may make this easier if you are resetting progress for a class.



- Towards the top of the screen there are a series of pull down menus. The 3rd from the top is the 'Reset Progress' menu and should display 'Reset User Progress to beginning of….'

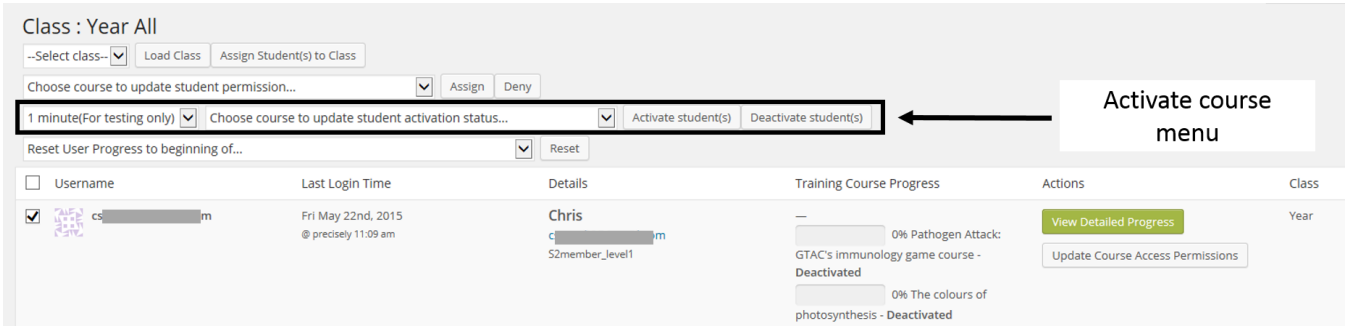
  Pull down this menu and select the online course you wish to reset student progress for. Note that clicking the course title in this menu will reset the whole course for tagged students. You can reset individual units for students should you desire by selecting the unit within the course list.

- Click the 'Reset' button to the right of the pull down menu to enact the reset.

11.3 Granting additional time for students to complete a course (private or public converted to private)

Use this option if you wish to grant students more time to complete an online course that is private or a public course converted to a private one.

- First tag the student(s) who you wish to do this for by clicking the white box next to their username. Refer to section 11.1.1 for advice on how to display a whole class if required. You should see a tick in this box.



- Select the time you wish students to complete the private course in by selecting this in the first of the **Activate a course** menus (at the top of the page, 2nd line down). This will initially display '1 minute (for testing only)'.

- Next select the course you wish grant extra time for. This will initially display 'Choose course to update student activation status…'.

- To grant this time, click the **Activate student(s)** button. Note that the extra time counter for students to complete the course will begin from this point onwards.

11.4 Deactivating access for students to courses

If for any reason you need to block access to a course for students or you wish to manually end their access ;

- First tag the relevant students in your online class list. Refer to section 11.1.1 on how to refine the student list to display a whole class if required.

- Next select the course in the 'Activate course' pull down menu

- Click the **Deactivate student(s)** button

The selected students will no longer have access to the course.

11.5 Automatic and manual marking

Public courses have and will be designed so that students and teachers will receive instant feedback on student results at completion. Feedback is sent via email to the student and can be accessed by teachers if students are on their online class list (see section 11.4).

Private courses may require manual marking. This will require a teacher to log into the system and review student results (see section 11.6) and then enter a mark for relevant questions. This mark will be recorded within the online learning system and will contribute to the student's overall mark for the course.

11.6 Accessing student progress and results

Student progress through a course and their responses are recorded with the GTAC online learning system. These results are recorded according to the sections (units) within a course. At the launch of the new website there is no inbuilt functionality to print these results but we will endeavour to get this functionality implemented when the system is used by a substantial volume of teachers.

11.6.1 To view student percentage progress;

- Click **View Student Progress** in the black toolbar at the top of the screen when logged in.

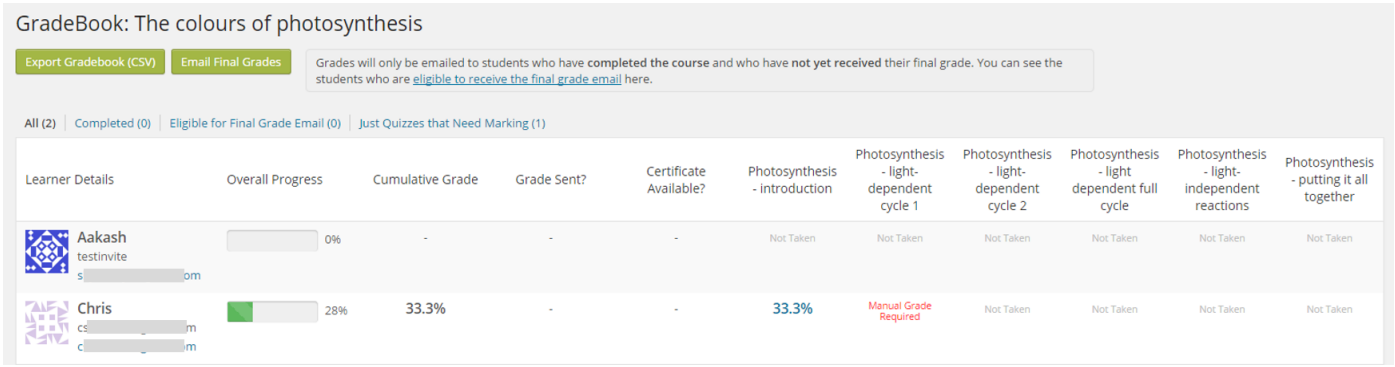
- Within the **Training Course Progress** column you can view the % completion of a course for each student.

11.6.2 To view detailed student results;

- Click **View All Courses** in the black toolbar at the top of the screen when logged in

- Find the course your students have just completed and click the **Access Grade Book** button

- Your students will be listed down the page, along with an indication of progress through the course, a cumulative grade that excludes sections not taken and grades for each section of the course. Some course sections require manual grading and will indicate this. If a student has not entered any responses to questions in a section, the section will display the message 'Not Taken'.


GradeBook: The colours of photosynthesis
Export Gradebook (CSV)
Email Final Grades
Grades will only be emailed to students who have completed the course and who have not yet received their final grade. You can see the students who are eligible to receive the final grade email here.
All (2) | Completed (0) | Eligible for Final Grade Email (0) | Just Quizzes that Need Marking (1)
Learner Details
Overall Progress
Cumulative Grade
Grade Sent?
Certificate Available?
Photosynthesis - introduction
Photosynthesis - light-dependent cycle 1
Photosynthesis - light-dependent cycle 2
Photosynthesis - light dependent full cycle
Photosynthesis - light-independent reactions
Photosynthesis - putting it all together
Aakash
testinvite
0%
Not Taken
Chris
28%
33.3%
33.3%
Manual Grade Required

- To view student responses for a section, click the **percentage grade** on display or the **manual grade required alert**. This will take you to a screen where you can view student's responses.

- If you so wish to, you can grade student responses which require manual grading within the system.

- You also have the option to export their grades for each section as an excel file by clicking the **Export Gradebook (CSV) button**.

We hope to add further functionality to the system whereby teachers could generate PDF document of student responses and generate summaries or class results. This will be dependent on the usage of the system and user feedback.